

Chapter 3

Article 21 – Uniforms/Employee Grooming Standards

Effective December 12, 2002

33020.1 Policy

All designated personnel shall wear regulation uniforms or work clothing and adhere to grooming standards as prescribed by the Director of the California Department of Corrections (CDC), or his/her designee, while on-duty and/or on official State business. Items not specifically addressed in Department Operations Manual (DOM), Chapter 3, Article 21, are considered unauthorized.

33020.2 Purpose

This article establishes uniform, and/or dress requirements, and grooming standards for specified employees.

33020.3 CDC Uniform Specification Handbook

Consistent design specifications for individual uniform, garments, and accessories shall be incorporated and distributed as a standardized statewide document, and shall henceforth be referred to as the "CDC Uniform Specification Handbook". Refer to this handbook and DOM, Chapter 3, Article 21, for all uniform, garment, and accessory specifications.

33020.3.1 Disclaimer

If any provision in DOM, Chapter 3, Article 21, or the CDC Uniform Specification Handbook conflicts with a Memorandum of Understanding (MOU), the MOU shall prevail as it relates to the specific represented group.

33020.4 Responsibility

Wardens/Regional Parole Administrators

Each hiring authority shall designate specific assignments where custodial personnel have been exempted from wearing a uniform, or are not required to wear a uniform full-time.

Any exception to the standardized approved uniforms and/or equipment shall be requested in writing and forwarded to the appropriate Deputy Director for review and approval.

Note: The Deputy Directors' approval shall be obtained prior to implementation.

Inspections

Each hiring authority shall:

- Establish an annual Class "A" uniform inspection which shall be conducted on three consecutive working days. This shall not prohibit the Warden/Regional Parole Administrator from designating additional formal inspections.
- An official Class "A" hat is not required to be worn during inspection; however, the hat shall be shown during the actual inspection and be immediately available upon supervisory request during the entire inspection period.
- Enforce dress codes and personal grooming standards for all employees per DOM, Chapter 3, Article 21, Uniforms/Employee Grooming Standards.

Supervisors and Managers

Supervisors and managers are expected to set a positive example for all staff regardless of classification. They are responsible for monitoring compliance of the departmental dress code and grooming standards.

Supervisors and Managers shall:

- Conduct daily uniform and grooming inspections of all immediate subordinate staff.
- Instruct employees to correct violations of uniform and grooming standards.

- Report, in writing, to their immediate supervisor, any violation an employee fails to correct in a reasonable amount of time.

Uniformed Employees

All uniform personnel shall:

- Purchase and maintain all required uniforms, accessories, and equipment except items specifically exempted by this DOM article and/or the appropriate MOU.
- Furnish their own collar insignia, shoulder insignia, sleeve chevrons, shoulder patches, hat shield, and other required uniform equipment.
- Maintain their uniform and approved equipment in clean, neat, and serviceable condition.
- Wear the uniform in a manner that displays a professional approach to their assignment and is representative of the prestige of CDC.
- Keep in mind that individual actions reflect on the entire Department as they represent CDC in the public view.

Nonpeace Officer Employees

Clothing and Jewelry:

Nonpeace officer employees shall wear clothing that is clean, neat, in good repair, and fits properly. All clothing and jewelry should project a professional and positive image.

In an institutional setting:

- Blue denim clothing or clothing similar to that worn by inmates shall not be worn.
- Jewelry should be kept to a minimum and should enhance a professional image. There will be no jewels, ornaments, or rings/studs worn on the visible facial areas other than the ear.

Unauthorized Use of Departmental Uniforms

Employees shall not wear CDC uniforms in any situation that would bring discredit to CDC, including but not limited to:

- Purchasing or drinking alcoholic beverages in public.
- Entering a tavern, gambling hall, or nightclub (except if necessary in the performance of assigned duties).
- Participating in political activities.
- Participating in demonstrations or pickets.
- Engaging in selling or soliciting activities.
- Engaging in any other action or behavior which reasonable persons would deem inappropriate for a uniformed peace officer, e.g., conducting nondepartmental business.

33020.5 Uniform Allowance

The regulations of the Board of Control and current MOUs provide for uniform replacement allowances for various classes. The allowance amounts and other regulations vary depending on whether the uniform is worn on a full-time or less-than-full-time basis. In order to qualify for uniform replacement allowances, employees shall:

- Be employed in one of the following classifications:
- Correctional Officer.
- Correctional Sergeant.
- Correctional Lieutenant.
- Correctional Captain.
- Facility Captain.
- Correctional Institution Firefighter.
- Correctional Institution Fire Chief.
- Registered Nurse, Correctional Facility.
- Medical Technical Assistant.

- Senior Medical Technical Assistant.
- Dental Assistant, Correctional Facility.
- Baker I, Correctional Facility.
- Baker II, Correctional Facility.
- Butcher/Meatcutter II, Correctional Facility.
- Cooks, Correctional Facility.
- Supervising Cook I, Correctional Facility.
- Supervising Cook II, Correctional Facility.
- Vocational Instructors (I and baking).
- Be enrolled in a formalized training and development assignment at an institution performing the duties of one of the above named classes and requiring a uniform be maintained.
- Complete one calendar year of service in a class and assignment as described above. Qualifying periods before and after nonqualifying periods shall be added together to compute a calendar year of service and to establish a new qualifying anniversary date. Nonqualifying periods include long-term temporary absences (one or more full pay periods), such as leave of absences, temporary disability, or nonindustrial disability leave.
- Rank and file uniformed probationary custodial employees shall receive a uniform allowance in accordance with the provisions contained in the collective bargaining agreement.

33020.6 Personal Grooming Standards

All employees, regardless of their assignment, shall be clean and well groomed.

33020.6.1 Correctional Peace Officer Grooming Standards

The following minimum guidelines are adopted for all Correctional Peace Officers:

Note: Some classifications have an exemption, refer to DOM 33020.6.2, Exemptions for Peace Officer Classifications.

Hair

- Hair shall not be styled or combed forward any lower on the forehead than the eyebrow, measured from the high point of the eyebrow, and shall not be visible on the forehead when the uniform hat is worn.
- Hair style and length shall not impede, restrict, or detract from the proper wearing of the uniform hat.
- Hair style and color shall not distract from the uniform.
- Male employee's hair shall be cut so as to not extend below the top of the shirt collar while sitting or standing in an erect position, and shall not cover any part of the outside portion of the ear.
- Female employee's hair shall not extend below the bottom of the collar. If the hair is long it shall be worn up in a neat, nonflamboyant style. No decorations in the hair are permitted and hair clips and/or pins shall closely match the color of the hair.

Facial Hair

Neatly trimmed sideburns and/or moustaches are permitted as follows:

- Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 ½ inches.
- Moustaches shall not extend more than ½ inch below the corners of the mouth nor below the vermilion border of the upper lip, or extend more than ¾ inch above the corner of the mouth. Waxed ends or points shall not be allowed.

- Upon the employee's personal physician verification of a skin irritation or disorder, a beard, not to exceed one inch in length, may be permitted. Goatees are not authorized.

Fingernails

Fingernails shall not extend more than ¼ inch beyond the tips of the fingers. Nails shall be neat and clean. Fingernail polish, if worn, shall be clear. Colored fingernail polish is not permitted.

Cosmetics

Female employees may wear cosmetics that blend with or match the natural nonruddy skin tone of the employee. False eyelashes are not permitted.

Upon medical verification by the employee's personal physician, any employee may wear cosmetics to conceal facial disfigurement. The cosmetics shall blend or match their natural skin tone.

Jewelry

A total of two nonflamboyant rings may be worn on the fingers. A set of wedding and engagement rings shall be considered one ring. Reimbursement value to be per Department of Personnel Administration (DPA) rules, but shall not exceed \$100.

Only medical alert bracelets may be worn.

Neck chains/necklaces shall not be permitted while on duty except for religious medals that may be worn if covered by the uniform shirt. Medical alert medals may also be worn on a chain. However, no more than one chain shall be worn.

Employees shall not wear ring/stud earrings or other jewelry decoration/ornament on or in the nose or tongue while in uniform. Additionally, there will be no jewels, ornaments, or rings/studs worn on the visible facial areas other than the earlobe.

Female employees may wear simple stud-type earrings only. Only one matching earring shall be worn in each earlobe.

Male employees shall not wear earrings while in uniform and/or on-duty.

Wristwatches may be worn. Watches worn on chains or pinned to the uniform are not permitted. Pocket watches are allowed without a chain or lanyard. Reimbursement values to be per DPA rules, but shall not exceed \$100.

33020.6.2 Exemptions for Peace Officer Classifications

CDC has several peace officer classifications that are excluded from the departmental professional dress and grooming standards. Professional dress and personal grooming standards specifically addressing hair length and facial hair contained in this section shall not apply to:

- Any peace officer in the Parole Agent series.
- The Law Enforcement and Investigations Unit or any other employee in the Special Agent series.
- The Office of Investigative Services employees, in the Special Agent series, involved in undercover or covert operations.

Employees shall keep hair, beards, and mustaches clean and neatly groomed.

33020.6.3 Nonpeace Officer Employees Grooming Standard Guidelines

In an institutional setting, the following grooming standard guidelines shall apply.

Hair

Hair shall be styled in a fashion which shall not impair vision or create a safety hazard in the work area. Employees shall keep hair, beards, and mustaches clean and neatly groomed.

Fingernails

Fingernails shall be neat, well trimmed, and enhance a professional image. Fingernail length and polish shall be appropriate for the specific assignment and/or task being performed.

33020.7 Regulation Uniform-Custody

The following regulation custody uniforms, garments, and accessories are approved for use:

Male

- Class "A" battle jacket.
- Facility Captain coat (optional Class "A" coat for captains).
- Class "A" and "B" trouser.
- Class "A" and "B" long and short sleeve shirt.
- Class "A" hat (refer to DOM 33020.7.3).
- Class "B" cap (refer to DOM 33020.7.3).
- Class "B" sweater (optional).
- Black leather belt.
- Black clip-on or velcro fastened tie (solid color).
- It is mandatory for all uniformed staff to wear a regulation tie with the Class "A" uniform, or when wearing a long or short sleeve shirt with Class "A" trousers.
- It is optional, and at the employee's discretion, to wear a regulation black tie when wearing the Class "B" Uniform, a long sleeve shirt with Class "B" trousers, or when wearing a nonclass "A" outer jacket or sweater.
- Class "B" Cargo Pants: may be utilized as an alternate Class "B" uniform pant. At the discretion of the employee, cargo pant legs may be worn straight or bloused.
- Load Bearing Suspenders (LBS): Black nylon or leather. LBS may be worn with the Class "B" uniform at the employee's discretion/option. LBS may be worn with the Class "A" uniform in emergency situations.
- Black socks (solid color).
- Undershirt, if worn, shall be T-shirt style, solid white in color, and of a smooth finish.
- Black plain-toe shoes or boots conservatively designed without buckles (solid color).
- Regulation departmental badge.
- Departmental nameplate (white letters on black plate).
- Tie bar or tie tack (gold in color).
- Whistle, gold in color, metal only.
- CDC identification card.
- Rain gear (for Class "A" or Class "B" uniforms) shall be a one or two piece raincoat or rainsuit, California green in color, or equivalent as follows:
 - The one-piece raincoat is most applicable for uniform staff not assigned to long periods out-of-doors.
 - The two-piece rainsuit is most applicable for uniform staff assigned to work assignments mainly out-of-doors.
- Foul Weather Jackets (3 types).
 - Class "B" waterproof.
 - Class "B" nonwaterproof.
 - Class "B" ¾ length nonwaterproof.
- Lightweight jacket (with or without optional lining).
- Trooper cap (refer to DOM 33020.7.3).
- Campaign hat (refer to DOM 33020.7.3).
- Jumpsuit (refer to DOM 33020.9.3).
- Departmental Transportation Unit uniform (refer to DOM 33020.9.4).

- Special Emergency Response Team (SERT) uniform (refer to DOM 33020.9.8).

Note: Departmental rank insignia shall be attached to regulation jumpsuits, shirts, and jackets.

Female

- Class "A" blazer style dress jacket.
- Class "A" battle jacket.
- Facility Captain coat (optional Class "A" coat for captains).
- Class "A" and "B" long and short sleeve shirt.
- Class "A" line skirt.
- Class "A" and "B" trouser.
- Class "A" hat (refer to DOM 33020.7.3).
- Class "B" cap (refer to DOM 33020.7.3).
- Class "B" sweater (optional).
- Black leather belt.
- Black clip-on or velcro fastened tie, or criss-cross tie (solid color).
 - It is mandatory for all uniformed staff to wear a regulation tie with the Class "A" uniform, or when wearing a long or short sleeve shirt with Class "A" trousers.
 - It is optional, and at the employee's discretion, to wear a regulation black tie when wearing the Class "B" Uniform, a long sleeve shirt with Class "B" trousers, or when wearing a nonclass "A" outer jacket or sweater.
- Class "B" Cargo Pants: may be utilized as an alternate Class "B" uniform pant. At the discretion of the employee, cargo pant legs may be worn straight or bloused.
- Load Bearing Suspenders (LBS): Black nylon or leather. LBS may be worn with the Class "B" uniform at the employee's discretion/option. LBS may be worn with the Class "A" uniform in emergency situations.
- Seamless hose (flesh color) with skirt only.
- Black socks (solid color) with trouser only.
- Undershirt, if worn, shall be T-shirt style, solid white in color, and of a smooth finish.
- Black plain-toe shoes or boots conservatively designed without buckles (solid color).
- Regulation departmental badge.
- Departmental nameplate (white letters on black plate).
- Tie bar or tie tack (gold in color).
- Whistle, gold in color, metal only.
- CDC identification card.
- Rain gear (for Class "A" or Class "B" uniforms) shall be a one or two piece raincoat or rainsuit, California green in color, or equivalent as follows:
 - The one-piece raincoat is most applicable for uniform staff not assigned to long periods out-of-doors.
 - The two-piece rainsuit is most applicable for uniform staff assigned to work assignments mainly out-of-doors.
- Foul weather jackets (refer to the 3 types below).
 - Class "B" waterproof.
 - Class "B" nonwaterproof.
 - Class "B" ¾ length nonwaterproof.
- Lightweight jacket (with or without optional lining).
- Trooper cap (refer to DOM 33020.7.3).

- Campaign hat (refer to DOM 33020.7.3).
- Jumpsuit (refer to DOM 33020.9.3).
- Departmental Transportation Unit uniform (refer to DOM 33020.9.4).
- SERT uniform (refer to DOM 33020.9.8).

Note: Departmental rank insignia shall be attached to regulation jumpsuits, shirts, and jackets.

33020.7.1 Official Class "A" Uniform - Male

The below-specified uniform shall be worn by male Correctional Captains, Facility Captains, Correctional Lieutenants, Correctional Sergeants, and Correctional Officers when identified as the appropriate uniform for the post/work assignment:

- Class "A" battle jacket with insignia.
- Class "A" trouser.
- Black leather belt.
- Black clip-on or velcro fastened tie (solid color).
- Black socks (solid color).
- Class "A" hat.
- Class "A" short or long sleeve shirt.
- Black plain-toe shoes or boots.
- Regulation departmental badge.
- Departmental nameplate (white letters on black plate).
- Tie bar or tie tack (gold color).
- Whistle, gold in color, metal only.
- CDC identification card.
- Raincoat (when applicable).

33020.7.2 Official Class "A" Uniform - Female

The below-specified uniform shall be worn by female Correctional Captains, Facility Captains, Correctional Lieutenants, Correctional Sergeants, and Correctional Officers when identified as the appropriate uniform for the post/work assignment:

- Class "A" blazer style dress jacket or the Class "A" battle jacket.
- Class "A" line skirt or trouser.
- Class "A" short or long sleeve shirt.
- Black leather belt.
- Black clip-on or velcro fastened tie, or criss-cross tie (solid color).
- Seamless hose (flesh color) with skirt only.
- Black socks (solid color) with trousers.
- Class "A" hat.
- Black plain-toe shoes or boots.
- Regulation departmental badge.
- Departmental nameplate (white letters on black plate).
- Tie bar or tie tack (gold in color).
- Whistle, gold in color, metal only.
- CDC identification card.
- Raincoat (when applicable).

33020.7.3 Uniform Hat/Cap

Class "A" Hat

All on-duty uniformed custody personnel shall be required to wear the Class "A" hat on any official business where a Class "A" uniform is required for off-ground duty.

For staff that are required to wear a Class "A" uniform for duties on-grounds, or who voluntarily choose to wear a Class "A" uniform, the Class "A" hat is optional. However, the Class "A" hat shall be available to the on-duty staff member.

Class "B" Cap

The Class "B" cap may be worn with the Class "B" uniform, jumpsuits, or with an appropriate optional uniform as approved by the hiring authority. The cap shall be worn in a bill-forward position. The Class "B" cap shall not be worn with the Class "A" uniform jacket, and shall be worn/maintained in a manner that shall not bring discredit to the uniform or CDC.

Campaign Hat

The Campaign hat may be worn with the Class "B" uniform, jumpsuit, or with an appropriate optional uniform as approved by the hiring authority. The Campaign hat is designed mainly for outside assignments as protection from the sun.

Trooper Cap

The Trooper cap may be worn with the Class "B" uniform, jumpsuits, or an approved optional uniform and shall only be worn with approval of the Warden.

33020.7.4 Cadet Uniforms

The daily cadet uniform shall be comprised of a departmental jumpsuit (refer to DOM 33020.9.3.). For graduation from the Basic Correctional Officers Academy, the Class "B" uniform shall be purchased and worn by all cadets (refer to DOM 33020.7).

33020.8 Optional Uniforms - Custody

Regulation custody uniforms and optional uniforms shall be as specified in this section.

Note: Employees authorized to wear an optional uniform shall not wear/utilize a Class "A" hat.

33020.8.1 Class "B" Uniform

Refer to DOM 33020.7 for individual Class "B" uniform garments. For individual Class "B" garment specifications refer to the CDC Uniform Specification Handbook.

33020.8.2 Maternity Uniforms

Uniformed female personnel may wear the special maternity uniform after the employee receives her physician's written confirmation of pregnancy. The peace officer may continue to wear this special uniform for 90-days following childbirth.

Pregnant uniformed personnel are authorized to wear a pullover maternity jumper and to alter the waist of their uniform slacks for maternity purposes. Each employee shall bear the expense of clothing construction and alteration.

The uniform blouse or shirt and slacks shall be worn under the maternity jumper. The regulation tie shall be worn in accordance with DOM, Chapter 3, Article 21.

A regulation dome badge shall be worn on the maternity jumper above the left breast.

Refer to the CDC Uniform Specification Handbook for the maternity uniform specifications.

33020.9 Special Custody Uniforms/Equipment

Special uniforms and equipment for the custody series shall be as specified in this article. Individual garment specifications may be referred to in the CDC Uniform Specification Handbook. Items not specifically addressed in DOM, Chapter 3, Article 21, are considered unauthorized.

33020.9.1 Security Squad and Escape Detail Uniforms

Institutions having special security squads and/or escape pursuit teams whose duties take them into various crawl spaces, tunnels, attics, etc., shall purchase and maintain a maximum of three coveralls per employee assigned to this function.

33020.9.2 Safety Helmets/Hardhats

Safety Helmets

Safety helmets shall be purchased as armory equipment. The helmets shall be utilized as needed during emergency situations. The Emergency Operations Unit (EOU) shall approve helmets authorized for departmental use.

Hardhats

When full hardhat protection is required, round green fiberglass or plastic hats with small visor in front may be used. Aluminum hats are not authorized. One plastic hat per employee assigned to the security squad shall be purchased and provided by the hiring facility. The EOU shall approve hardhats authorized for departmental use.

33020.9.3 Jumpsuits

Jumpsuits may be purchased at staff expense and worn in all nonpublic contact post or assignments.

Note: Wardens shall apply discretion and apply the nonpublic contact standards in assessing whether a Class "A"/Class "B" uniform requirement applies to a particular post/position, whereby declaring it a public contact post.

Refer to the CDC Uniform Specification Handbook for the jumpsuit specifications.

33020.9.4 Departmental Transportation Unit Uniform

The approved departmental Transportation Unit uniform consists of:

- Black Jumpsuit (long sleeves only and always worn in bloused fashion).
- Boots.
- Black leather belt.
- Departmental metal badge (no cloth badges).
- Class "B" cap (optional).

Refer to the CDC Uniform Specification Handbook for the departmental Transportation Unit uniform specifications.

33020.9.5 Funeral Uniform

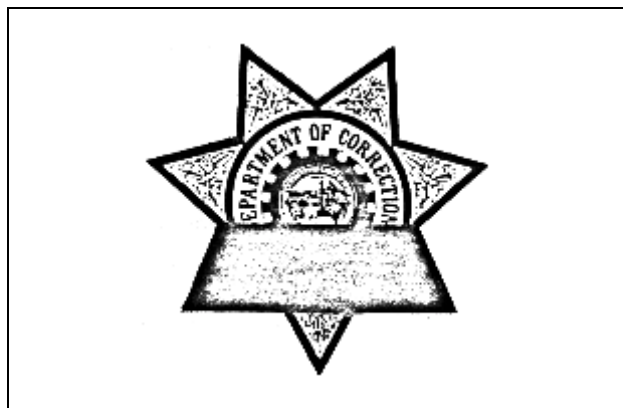
The official departmental uniform authorized for wearing at the funeral of another Correctional Peace Officer, or any other law enforcement official, when attending in an official capacity, shall be the full Class "A" uniform. This shall, in all cases, include the draped departmental regulation dome badge.

33020.9.6 Draped Badges Funeral/Mourning Period

The departmental regulation dome badge shall be draped in the approved manner at all correctional institutions immediately upon the determination that a Correctional Peace Officer has been killed in the line of duty. Such draping shall continue through the day of the funeral or as deemed appropriate by the Director.

No draping of the departmental regulation dome badge shall occur for other than Correctional Peace Officers killed in the line of duty except as authorized by the institution head.

The draping of the Badge shall be a ¾ inch wide band of black elastic cloth placed over the bottom portion of the badge, covering the number on the badge. This is the tradition of peace officers showing their unity after the tragic loss of a fellow peace officer. Example:



33020.9.7 Honor Guard Uniform

Each institution, at the Warden's discretion, may establish a uniformed Honor Guard for ceremonial functions. Such Honor Guard shall be attired, when performing in the Honor Guard's official capacity, as stated in this section. Honor Guard members are responsible for maintaining their own uniform, accessories, and accouterments.

The Class "A" uniform shall be worn when serving in the Honor Guard at approved Honor Guard functions. Each institution shall provide/purchase the items listed as "Honor Guard Accouterments."

Due to the high visibility of personnel assigned to an Honor Guard Unit, the Honor Guard uniform, accessories, and accouterments shall be maintained and worn in excellent condition.

Prior to any use of the Honor Guard, an inspection of the unit shall be conducted by the Honor Guard Commander or his/her designee, to establish that each member is attired uniformly, and will hold CDC and themselves in the highest esteem. If weapons and/or duty belts, for example, are deemed appropriate, care must be taken to assure uniformity.

Refer to the CDC Uniform Specification Handbook for the Honor Guard uniform designations and for all garment, accessory, and accouterment specifications.

Team Members

- One Honor Guard Commander.
- One Assistant Honor Guard Commander.
- One Rifle Team Instructor.
- Seven Rifle Team Members.
- One Color Guard Instructor.
- Three Color Guard Team Members.
- One Institutional flag Barer.
- One Guidon.
- One Communications Officer.
- One Quartermaster.
- Two Team Members.

The number of members may increase should the institution elect to establish a "Drum and Bugle Corps" for taps, proper cadence, and to compliment a paramilitary marching unit.

Drum and Bugle Corps

If a Drum and Bugle Corps is established, the following musical instruments may be utilized:

- One bass drum and sticks.
- One tritom drum unit and sticks.
- Three snare drums and sticks.
- Two bugles or trumpets.

Authorized Flags and Flag Equipment

- One Ceremonial flag of the United States (3' x 5') with staff, American Eagle top mount, harness (flag carrying device), and stand.
- One California State flag with staff, Spear top mount, harness, and stand.
- One Institutional Flag with staff, harness, and stand.
- One Guidon (flag/pennant signifying specific Honor Guard Unit).

When carried in procession with another flag or flags, the Flag of the United States shall have the place of honor at the right; or when there is a line of other flags, our national flag may be *in front* of the center of that line. At all times every precaution shall be taken to prevent the flag from becoming soiled. It shall not be allowed to touch the ground or floor, or to brush against objects.

When the flag is displayed from a staff projecting horizontally, the union (blue field) of the flag shall go clear to the peak of the staff.

At no time shall the Flag of the United States be dipped in salute. Other flags such as the State of California Flag, Institutional Flag, and Guidon shall be dipped "To the Color" (Flag of the United States) during the playing of the national anthem and during the "Pass in Review."

Flags of the United States used to cover caskets shall measure 5' x 9 1/2'. Each institution shall be responsible for providing this flag to the family of the deceased.

When the flag is used to cover a casket at funerals or ceremonies honoring a person deceased, it shall be placed so that the union is at the head and over the left shoulder. The flag shall not be lowered into the grave or allowed to touch the ground.

Weapons, Ammunition, and Equipment

The following departmental weapons, ammunition, and equipment are approved for Honor Guard use:

- Ruger Mini-14, .223 (5.56 NATO) caliber, semi-automatic, gas-operated, shoulder-fired weapon.
 - Ammunition: Blank.
 - Equipment: Magazine.
 - Primary use: 21-Gun Salute, Spinning maneuvers.
- Revolver: Smith & Wesson .38 caliber, Model 64, 4" barrel. Note: To be issued to the Honor Guard Commander, Assistant Commander, and Honor Guard Instructors/Leaders only.
 - Ammunition: .38 caliber duty ammunition.
 - Equipment: One holster, Two Comp II speedloaders with pouches.
 - Primary use: Self-defense.
- Shotgun: Remington, Model 870, 12 Gauge.
 - Ammunition: Blank.
 - Equipment: Ear protection.
 - Primary use: 21-Gun Salute.

Events

- Each institution may elect four public events in their local community in which the Honor Guard will participate.
- The Honor Guard may be used for any National or State event, CDC event, or other agency events as authorized by the Warden and approved by the Regional Administrator.
- The Honor Guard, with the authorization of the Warden, may perform burial ceremonies for any staff member or public figure when asked by the families or community.
- The Honor Guard members will be relieved of duty and their posts covered according to the institution's policy, and when appropriate, may utilize State vehicles for transportation.

33020.9.8 Special Emergency Response Team Uniform

The official uniform and insignia for SERT shall be that which is approved and authorized by the EOU. The SERT uniform shall be worn by SERT members only, and only when activated for deployment or training.

The SERT uniform designations, insignia, accessory items, and specifications shall be maintained by the Chief, EOU, Institutions Division.

33020.10 Regulation Uniform Fire Chief and Firefighter

Regulation Fire Chief and Firefighter uniforms shall be addressed in this DOM article. For individual garment and/or accessory specifications, refer to this DOM article and CDC Uniform Specification Handbook. Items not specifically addressed within DOM, Chapter 3, Article 21, are considered unauthorized.

Note: Departmental Fire Department shoulder patches shall be attached to regulation shirts and jackets.

The following regulation Fire Chief and Firefighter uniforms, garments, and accessories are approved for use:

- Fire Chief Class "A" coat.
- Fire Chief battle jacket (optional).
- Fire Chief blazer (optional).
- Fire Chief Class "A" trouser.
- Fire Chief Class "A" dress shirt.
- Fire Chief Class "A" and "B" hat.
- Fire Chief and Firefighter trousers (optional).
- Fire Chief and Firefighter work uniform trousers (optional).
- Fire Chief and Firefighter Class "B" light weight jacket with or without lining (optional).
- Fire Chief and Firefighter foul weather jacket (optional).
- Fire Chief nameplate (blue lettering on gold plate).
- Fire Services jacket and raincoat (optional).
- Firefighter Class "A" battle jacket.
- Firefighter dress and work shirt (Class "A" and Class "B").
- Firefighter Class "A" trouser (Pacer).
- Firefighter Class "A" and "B" hat.
- Black leather belt.
- Black plain-toe shoes or boots (without buckles).
- Black socks (solid color).
- Regulation badge and collar insignia.
- Black clip-on or velcro fastened tie (solid color).
- Firefighter nameplate (blue lettering on silver plate).

33020.10.1 Official Uniform Fire Chief Class "A"

The below noted uniform shall be worn by all institution Fire Chiefs.

- Regulation double-breasted coat.
- Regulation trousers.
- Black leather belt.
- Black clip-on or velcro fastened tie.
- Round top, white vinyl, fireman's hat with insignia.
- Regulation long sleeve shirt (white).
- Black plain-toe shoes or boots (without buckles); black socks (solid color).
- Regulation Fire Chief badge; hat and collar insignia.
- Fire Service shoulder patch attached to regulation shirt and coat.

- Nameplate (blue lettering on gold plate).

33020.10.2 Official Uniform Firefighter Class "A"

The below noted uniform shall be worn by all institution firefighters.

- Regulation battle jacket, navy blue with insignia.
- Regulation trousers, navy blue color.
- Regulation shirt, white.
- Black leather belt.
- Regulation firefighter hat, (blue) with insignia.
- Black plain-toe shoes or boots (without buckles); black socks (solid color).
- Regulation firefighter badge and collar insignia.
- Black clip-on or velcro fastened tie.
- Departmental Fire Department shoulder patch attached to regulation shirt and jacket.
- Departmental nameplate (blue lettering on silver plate).
- A Firefighter who has been designated as Firefighter Training Specialist/Officer shall wear the same uniform as the Fire Chief. The only difference shall be that the designee shall wear the Firefighter Training Specialist/Officer badge and display only one braid around the dress coat or battle jacket.

33020.11 Optional Uniform - Fire Chief and Firefighter

Specifications for the optional uniform which may be worn by the Fire Chief and Firefighters may be referred to in the CDC Uniform Specification Handbook and include the following garments:

- Battle Jacket (Fire Chief).
- Blazer (Fire Chief).
- Trousers (Fire Chief and Firefighter).
- Light Weight Jacket (Fire Chief and Firefighter).
- Lining (Optional).
- Foul Weather Jacket (Fire Chief and Firefighter).
- Work Uniform Trousers (Fire Chief and Firefighter).
- Jacket and Raincoat (Fire Services).

33020.12 Uniform Accessories

Only approved accessories and equipment as described in DOM, Chapter 3, Article 21 shall be worn on or with the uniform. Items not specifically addressed within this DOM article are considered unauthorized. For item specification, refer to the CDC Uniform Specification Handbook.

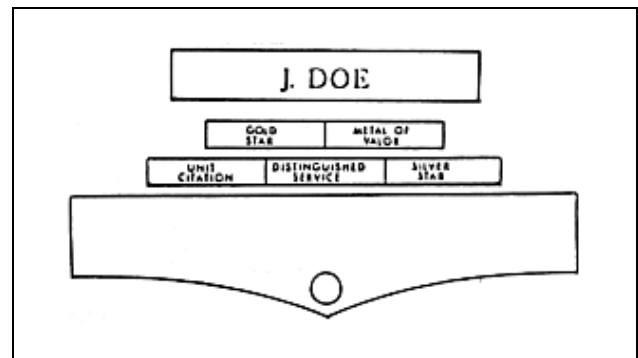
33020.12.1 Departmental Awards

The CDC has authorized the awarding and wearing of medals and ribbons to Correctional Peace Officers, for both individual and unit awards (refer to DOM, Chapter 3, Article 3). These awards, in the order of their seniority, are: The Medal of Valor; The Corrections Star (Gold); The Corrections Star (Silver); The Corrections Star (Bronze), The Distinguished Service Medal and the Unit Citation. Nondepartmental awards and citations may be worn upon approval of the Warden. Awards shall be worn on the Class "A" jacket as follows:

- ¼ inch above the right breast pocket. The regulation nameplate shall be placed ¼ inch above the award(s).
- If one award ribbon is worn, it shall be centered on the pocket between the regulation nameplate and the pocket.
- If two award ribbons are worn, they shall be placed end-to-end with the senior ribbon to the inside and centered on the pocket between the regulation nameplate and the pocket.
- If three award ribbons are worn, they shall be placed end-to-end with the senior ribbon to the inside and centered on the pocket between the regulation nameplate and the pocket.

- If four award ribbons are worn, there shall be one row of three ribbons on the bottom as above. The fourth ribbon, most senior, shall be placed singularly and centered above the row of three ribbons with the regulation nameplate ¼ inch above it. The two rows of ribbons shall be ½ inch apart.
- If five award ribbons are worn, there shall be one row of three ribbons on the bottom and one row of two ribbons centered on the top. They shall be ½ inch apart with the regulation nameplate ¼ inch above them.
- If six medals are worn, there shall be one row of three medals on the bottom and one row of three medals on the top. They shall be ½ inch apart with the regulation nameplate ¼ inch above them.

The complete set of ribbons and the order of their placement on the Class "A" jacket is as illustrated.



State Medal of Valor Pin, 25-Year Service Pin, and other State service/award pins shall be worn only on the Class "A" jacket and shall be centered, ¼ inch above the nameplate. If two pins are worn, they shall be centered ¼ inch apart and ¼ inch above the nameplate.

The service emblem, employee organization pin, and the Safety Award Pin may be worn as a tiepin. Other tiepins or tie clasps may be worn but shall be small and plain without stones or other decorations. They also shall be gold in color in keeping with the gold color of all other metal accessories. Tiepins depicting handcuffs, pigs, guns, etc., shall not be worn.

33020.12.2 Hat Shields

Departmental hat shields shall be worn by uniformed Correctional Officers, Correctional Sergeants, Correctional Lieutenants, Correctional Captains, Facility Captains, Fire Fighters, and Fire Chiefs. Refer to the CDC Uniform Specification Handbook for hat shield specifications.

33020.12.3 Departmental Shoulder Emblems

CDC has approved two styles of shoulder emblems (patches), one for uniformed Correctional Peace Officers and one for designated fire service employees.

The shoulder patch shall be attached on the left and right sleeves of all uniform coats, jackets, shirts, jumpsuits, and coveralls (with the exception of raingear).

Shoulder patches shall be kept in good condition. When no longer in good condition, they shall be replaced.

Employees shall be responsible for purchasing their own shoulder patches.

Refer to the CDC Uniform Specification Handbook for shoulder emblem placement and specifications.

33020.12.4 Nameplate

All uniform personnel and other personnel who have direct contact with inmates, e.g., teachers, counselors, cooks, nurses, etc., shall wear and clearly display a nameplate.

Nameplates shall be phenolic engraving stock, 3 inches long, by ¾ inch wide, by 3/32 inch thick, with white letters on black stock. The corners may be slightly rounded to protect the wearer's clothing. The name letter size shall be ¼ inch high and shall be composed of the first initial of the first name, followed by a space, followed by the entire last name, centered both top to bottom and side to side. Regulation nameplate shall be worn on the outer garment unless an exception is made by the Warden.

Exceptions

Fire service employees may be allowed to have a Maltese or EMT insignia on the left side of their nameplate, if they qualify for them.

A job steward/board member may add that title to the nameplate as has been the practice (illustrated below). The cost shall be incurred by the employee. The lettering size of such title shall be ⅝ inch high. When placed on the nameplate, the grouping of name and title shall be centered both top to bottom and side to side.

Example:



33020.12.5 Service Stripes

Service stripes shall be worn on the left sleeve of the Class "A" jacket and on the left sleeve of the long sleeve shirt. One service stripe shall be worn for each three years of service as a Correctional Peace Officer.

Refer to the CDC Uniform Specification Handbook for service stripes placement and specifications.

Maltese Cross

For each five years of service with CDC, uniformed fire service employees shall wear a Maltese cross on the left sleeve of the Class "A" jacket and on the left sleeve of the long sleeve shirt. The crosses shall be affixed ¾ inch above the departmental stripe of the jacket and ¾ inch above the cuff of the shirt in horizontal row(s).

33020.12.6 Rank Insignia

Collar rank insignia shall be worn by Correctional Captains, Facility Captains, Correctional Lieutenants, Correctional Sergeants, Fire Chiefs, and institution Firefighters. Acting sergeants shall wear collar rank insignia only.

Correctional Captains, Facility Captains, and Correctional Lieutenants shall wear rank insignia on the epaulets of regulation jackets and coats.

Refer to the CDC Uniform Specification Handbook for rank insignia placement and specifications.

33020.12.7 Sleeve Chevrons, Correctional Sergeant

Correctional Sergeant chevrons shall be worn on each sleeve of the uniform jacket, and short and long sleeve shirt. Chevrons shall be three gold stripes on a black background of cotton twill.

Refer to the CDC Uniform Specification Handbook for sleeve chevron placement and specifications.

33020.12.8 Regulation Tie

The regulation tie specifications shall be as follows:

- Solid black only, no design or decorative texture.
- Smooth surfaced, dry clean only fabric.
- Not to exceed 18 inches in length, or to fall below the belt line.
- Clip-on fastener or velcro fastener types only. Tie shall not be square cut on bottom.

- References: Broome 455-BO-3, or equivalent.

33020.12.9 Official CDC Belt buckle

The Director has approved an official CDC belt buckle. This buckle is the only buckle that may be worn in place of the standard belt buckle other than the Warden approved institutional belt buckle.

Refer to the CDC Uniform Specification Handbook for the official CDC belt buckle specifications.

33020.12.10 Regulation Shoes

Male

Male employees may wear shoes or boots that meet the following general specifications as items of the regulation uniform:

- Black leather, plain toe, conservatively designed. No buckles. No design in the leather, shall be smooth texture.
- In addition to the plain toe, the toe design shall be round without a bead encircling the toes.
- Shall approximate dress military styling. Shoes shall be shined at all times.
- Heel not to exceed 1½ inches in height.
- No tennis shoes, cowboy, engineer or logger-style boots.

References

- Boots: Acme 9080 or Rocky 5066.
- Shoes: Rock 2025; Thorogood 1267, 1253, or equivalent.

Female

Female employees may wear shoes or boots that meet the above general specifications.

Note: Pump heels are allowed, but shall not exceed 1½ inches in height, and are to be worn with the skirt only.

References

- Boots: Acme 610.
- Shoes: Rocky 115 or equivalent.

33020.12.11 Miscellaneous Accessories for Uniform Staff

The below-specified accessories may be worn with the regulation uniform as appropriate:

- Sam Browne belt, black with basket-weave design. Metal shall be gold in color.
- Key pouches/clips, gold in color. Chains or lanyards are not permitted.
- Enclosed snapping handcuff case. Black with basket-weave design.
- Flashlight holder shall be ring type on black leather. Metal shall be gold or black in color.
- Side handle baton holder shall be ring type on black leather. Metal shall be gold or black in color.
- Flashlight shall be black in color, either mini-mag, or 3 "C" or 3 "D" cell batteries only.
- Gloves shall be smooth black leather only with no "cut-outs". Both the body of the gloves and the fingers shall remain intact. No alteration of the gloves shall be permitted. Wrist high to 2 inches above the wrist in length. May be lined for warmth. Shall approximate the reference in appearance. References: Damascus #302, or equivalent.

No other accessories shall be worn while in uniform without the approval of the Warden.

There shall be no pipe holders, tobacco cases, glass cases, or other holders worn on or carried on the belt or affixed to the uniform except as approved by the hiring authority.

33020.13 Departmental Badges

In accordance with the requirements of Penal Code (PC) Section 830.10, the Director has ordered the wearing and possession of the approved departmental regulation dome badge by all uniformed peace officer staff, with the exception of fire department peace officer staff. Uniformed staff includes all part or full-time Medical Technical Assistant (MTA) and custody classification employees where CDC considers the uniform as part of their job description. All uniformed staff shall wear the regulation dome badge on the outer garment at all times while on-duty unless exception is made by the Warden. Uniformed fire department peace officer staff shall wear the regulation fire shield in lieu of the regulation dome badge. Nonuniformed staff designated as peace officers shall possess the approved departmental flat badge.

Training Requirements

In accordance with PC 832, all staff designated as peace officers must meet the PC 832 Peace Officer Standards and Training (POST) requirements prior to being assigned a number and issued a departmental badge. The PC 832 training requirement is met by successfully completing CDC's pre-service academy training i.e., Basic Correctional Officer Academy (BCOA), PC 832 Course, or Parole & Community Service Division (P&CSD) Academy.

Staff who are not assigned a number and issued a departmental badge at the completion of their pre-service academy training, shall provide verification of POST certification prior to being assigned a number and issued a departmental badge. Additionally, staff shall provide proof that there has been no break in service since the time POST certification was obtained.

33020.13.1 Procedure for Issuing Badges

The administrator of the Richard A. McGee Correctional Training Center (CTC) shall establish and maintain an accurate and automated record of all departmental badges issued to peace officer employees, excluding the P&CSD. The CTC shall issue a badge number to each qualified employee in the peace officer classification in ascending sequential order.

Once a peace officer employee is assigned a badge number, they shall retain their assigned number throughout their entire departmental career.

Badge numbers and badges (State-issued and optional) are assigned and issued solely by the CTC.

Under no circumstance shall badge numbers be assigned, issued, or transferred at the CDC facility level.

Regulation Dome Badge

CDC shall purchase and provide to each uniformed peace officer employee, through the CTC, a numbered regulation domed badge upon the employee's successful completion of CDC's preservice academy training.

Regulation Fire Shield

CDC shall purchase and provide to each uniformed fire department peace officer employee, through the CTC, a numbered regulation fire shield upon the employee's successful completion of CDC's preservice academy training.

Flat Pocket Badge

CDC shall purchase and provide each nonuniformed peace officer employee, through the CTC, a numbered flat pocket badge upon the employee's successful completion of the CDC's preservice academy training.

Optional Badge

All permanent employees, who meet the requirements of PC 830.10 and 832, may purchase an optional dome and/or flat pocket badge(s) that meet departmental specifications if they so desire, but shall bear the cost of the optional badge(s). The optional badge shall bear the same number as the assigned State-issued badge. The total number of badges that can be possessed by any departmental peace officer shall not exceed two dome badges and one flat badge.

All orders for optional badges purchased at the employee's expense shall be placed through the departmental badge coordinator located at the CTC, via the institutional badge coordinator.

P&CSD

P&CSD shall provide special badges to all Parole Agents and Parole Administrators. All badges shall be purchased through the current contracted vendor. The Deputy Director, P&CSD shall establish and maintain an accurate and automated record system for accountability of the P&CSD badge number assignments.

Autonomous Branches/Units

Peace officers (with the exception of Parole Agents) assigned to any of the autonomous units/branches within CDC shall retain their assigned departmental badge number, and submit to the CTC for the appropriate classification ribbon. Peace officers not in possession of a departmental badge number shall be assigned a number by the CTC with the appropriate classification ribbon, provided all training requirements have been met.

Autonomous units/branches include, but are not limited to, Background Investigations Unit, Classification Services Unit, Inmate Appeals Branch, Law Enforcement and Investigations Unit, Office of Internal Affairs, Regulation and Policy Management Branch, and Selection and Standards Branch.

Note: Refer to the previous entry "P&CSD" for Parole Agent badge request.

Loaner Badges

All loaner badges are issued by the CTC to CDC facilities for the sole purpose of assigning to employees on a temporary basis while they are awaiting their assigned badge from the current vendor (i.e., addition/removal of ribbons or badge replacement). The CDC facility is responsible for the temporary assignment, tracking, retrieval, and accountability of all loaner badges assigned to their facility.

Loaner badges shall contain an "L" in the badge number. Any badge not containing an "L" in the number is not considered a loaner badge and should be returned to the CTC immediately for disposition.

33020.13.2 Control of Badges

Due to the inherent threat to departmental security and the possible unlawful uses of peace officer badges, strict controls shall be maintained regarding departmental accountability and employee responsibility in the issue, use, and maintenance of departmental badges.

It is unlawful for any person, including employees of CDC not employed in a peace officer classification, unless temporarily assigned to perform peace officer duties and having met the POST requirements, to wear, exhibit, use, or otherwise possess a departmental badge or a facsimile thereof without specific authority to do so.

Employees shall not sell or otherwise transfer their badge to any other person.

Responsibility

Departmental employees possessing State-issued, or personal optional badges shall be held specifically responsible for the proper use and control of these badges. Loss or damage of departmentally issued or optional badges resulting from employee negligence, or willful failure to report loss of State-issued or optional badge, shall be cause for adverse action.

Automated Badge Record System

CDC has developed an Automated Badge Record System (ABRS) that is located at the CTC. The CTC will be responsible for conducting all business pertaining to the assignment of badge numbers for all peace officer employees (with the exception of peace officers in the Parole Agent series). In the event of a discrepancy in badge number assignments, the number identified as the employee's, as documented in the ABRS, shall supersede any number carried by an employee or institution.

Uniform Inspections

In conjunction with the DOM 33020.4, Inspections, all institutions shall conduct an annual audit of their assigned peace officers' badges. The audit shall provide employee's name, last four digits of their social security number, badge number, and total number of badges possessed. Badge numbers shall be obtained through visual verification. All audits shall be forwarded to the Departmental Badge Coordinator at the CTC upon completion. Current rosters can be obtained from the CTC prior to conducting the audit.

Lost or Stolen

In the event that a State-issued or optional badge is lost, stolen, or damaged, the employee responsible for the badge shall submit a detailed written report of the circumstances within 24 hours of the discovery. The report shall be submitted to the senior administrator of the CDC facility where the employee is assigned. P&CSD staff shall submit the report to the appropriate Regional Administrator. Headquarter staff shall submit the report to the Chief, Office of Investigative Services.

The senior facility administrator, upon knowledge that a badge has been lost or stolen, shall:

- Cause a notice to be placed at the entrance gates of all institutions and copies of the notice to be mailed to local law enforcement agencies, facility's badge coordinator, and the CTC. The notice shall contain the badge number, type of badge (dome or flat pocket), and the specific circumstances surrounding the loss or theft of the badge.
- After investigation and considering the facts submitted, determine whether the loss or damage was due to negligence of the responsible employee and party responsible for replacement.
- Take appropriate action as indicated by the circumstances revealed during the inquiry.
- The facility's badge coordinator shall order a replacement badge from the CTC.

Replacement badges (State or employee's expense) shall not be ordered prior to 30-days from discovery to insure that every attempt is made to recover any lost or stolen badge.

Note: These procedures for replacement in no way restrict the CDC facility from issuing a loaner badge to the responsible employee until the replacement badge is delivered to the facility.

Lost or stolen optional badges shall not be replaced by CDC. The employee, however, retains the right to submit a claim through the established Board of Control procedures if circumstances warrant. Authorization to replace a lost or stolen optional badge may be withheld by the Warden if such loss was as a result of negligence in exercising proper control over the badge. Replacement may be permitted, at the expense of the employee, after a 30-day waiting period.

Damaged

The damaged badge shall be replaced with a badge bearing the same number as the original State-issued badge. After investigation and considering the facts submitted, the senior facility administrator shall make a determination whether the damaged badge will be replaced by CDC or the employee. The facility badge coordinator shall forward the damaged badge and report to the CTC for destruction and order the replacement through the CTC.

Promotions or Transfers

All peace officer employees receiving promotions or transfers to another CDC facility shall retain their State-issued and optional badge(s). The receiving CDC facility shall have the ribbon of the employee's promotional rank or classification, if appropriate, affixed at the bottom of one existing badge. The institution or other CDC facility shall issue the employee a loaner badge until the original badge is received from the vendor with the appropriate ribbon of rank or classification affixed. The original badge shall then be returned to the employee and if the employee was assigned a loaner badge, it shall then be returned by the employee.

Termination of State Service

All Correctional Peace Officer employees terminating State service, transferring to a nonpeace officer classification within CDC, or transferring to another State agency shall surrender all badge(s) (State-issued and optional) to the CDC facility badge coordinator processing the personnel action. Information regarding the total number of badges the separating employee has in possession can be obtained from the Departmental Badge Coordinator located at the CTC. All badges, including employee's name, type of separation, and effective date, shall be returned to the CTC for disposition. Reimbursement for optional badges can be obtained by completing a STD. 262-A, Travel Explain Claim, through the separating institution's Accounting Office.

Retirement from State Service

Correctional Peace Officer employees retiring from State service shall surrender their State-issued badge to the facility's badge coordinator, and may request a retired flat badge with holder upon arrival of their retirement. The retired badge procedure is not automatic and should be initiated by the CDC facility's badge coordinator.

Retiring employees possessing any optional badge(s) may surrender them to the facility's badge coordinator for reimbursement at the current, fair market value. Current, fair market value is defined as the prices charged by the contracted vendor at the time of retirement. Reimbursement of any optional badge(s) is not automatic, it is the responsibility of the retiree to submit a Travel Expense Claim to their Accounting Office for reimbursement.

All badges, including name, type of retirement, and effective date, shall be forwarded to the CTC by the facility's badge coordinator for disposition.

Irresponsible or unethical conduct, or conduct which brings discredit upon yourself and/or CDC shall result in forfeiture of all rights and privileges associated with the issuance of the badge and will require immediate surrender of the badge.

Under no circumstances are badges assigned to retired peace officers to be retained by the CDC facility and utilized as loaner badges.

Deceased Employee

In the event of a Correctional Peace Officer employee's death, all State-issued and optional badge(s) shall be relinquished to the processing CDC facility.

Upon written request by the Warden or designee, the State-issued badge may be retained by the processing CDC facility for the sole purpose of affixing it to a plaque or other symbol of remembrance. With the written approval of the Director, the badge number of a deceased Correctional Peace Officer can be assigned or reassigned to a family member.

All badges, including name, type of separation, and effective date, shall be forwarded to the CTC for disposition.

Under no circumstances are badges assigned to deceased Correctional Peace Officers to be retained by the CDC facility and utilized as loaner badges.

33020.13.3 Specifications

All uniformed personnel and nonuniformed employees designated as peace officers pursuant to California Code of Regulations (CCR), Title 15, Division 3, shall receive a departmental badge. For badge specifications, refer to this DOM article and the CDC Uniform Specification Handbook.

33020.14 Regulation Uniform – MTA Series

MTAs and Senior (Sr.) MTAs shall wear the uniform specified in this section. For uniform specifications refer to this DOM article and the CDC Uniform Specification Handbook. In cases of specialty areas, such as surgery or administration, the individual institution may specify other dress codes. All MTAs and Sr. MTAs shall wear the below specified uniform:

- Regulation trousers – CDC approved olive green Class "B" Cargo Pant.

- Black belt, solid in color.
- Black socks, solid in color.
- Regulation Class “B” long/short sleeve shirt; silver-tan tropical, to be worn closed and tucked into trousers.
- Black plain toe shoe or boots conservatively designed without buckle.
- Regulation departmental badge.
- Departmental shoulder patch attached to the sleeves of regulation shirt.
- Departmental nameplate (white letters on black plate).
- Whistle (gold in color).
- Medical caduceus insignia (patch/pin).

Service Stripes [Optional]

If service stripes are worn, service stripes shall be worn on the left sleeve of the long sleeve regulation shirt. Service stripes shall be affixed ¾ inches above the cuff of the shirt. One service stripe shall be worn for each three years of service as a MTA. Service stripes shall be gold thread sewn to a black felt material background with a heat-seal treatment on the back. The overall size of each service stripe is approximately ¾ inch by 2 inches. Service stripes shall be sewn on the garment with black thread sewn along the border of the stripe.

MTA Cap

MTA Cap may be worn with the MTA uniform. The MTA Cap shall be worn in the bill forward position and be worn/maintained in a manner so as not to bring discredit to the uniform or CDC.

Medical Caduceus Insignia

MTAs shall affix the medical caduceus insignia patch or medical caduceus pin above the nameplate. The medical caduceus pin shall be gold colored and ¾ inch (not to exceed one inch).

Sr. MTAs shall affix a medical caduceus pin ½ inch and parallel from the inner edge of the left collar. The chevrons as specified in DOM 33020.12.6, shall be worn ½ inch and parallel from the inner edge of the right collar. The bottom edge of the insignia shall be 1 inch from the collar point.

Regulation Shoes

MTA employees may wear shoes or boots that meet the following general specifications as items of the regulation uniform:

- Black, plain toe, conservatively designed. No buckles.

Undergarments

The undergarment specifications shall be as follows:

- Undershirts may be worn by both men and women in uniform. If worn, the shirt must be T-shirt style, solid white in color, and of a smooth finish. No designs or other colors are permitted. No fish net or other ventilated styles are permitted.
- Socks, for both men and women, shall be solid black in color. No designs are permitted.

Departmental Shoulder Patch

Refer to DOM 33020.12.3.

Personal Grooming Standards

Refer to DOM 33020.6.

Nameplate

Refer to DOM 33020.12.4.

MTA Jacket

MTA jacket shall be conservative in style and color. The MTAs may also use the departmental approved jacket and Departmental approved sweater.

Foul Weather Jacket

MTA foul weather jacket shall be conservative in style and color. The MTAs may also use the departmental approved foul weather jacket.

MTA Maternity Uniform

Refer to DOM 33020.8.2.

33020.15 Regulation Uniform – Food Services Employees

All supervising cooks, bakers, butcher/meat cutters, and food services workers shall wear the departmentally approved uniform to distinguish them from inmates assigned to food services duties.

Regulation food service uniforms shall consist of:

- Trouser.
- Shirt.
- Cap.
- Jacket.
- Jumpsuit (brown).
- Shoes.
- Smock.

The following items are mandatory accessories:

- Belt, brown/black in color.
- Key ring holder.
- Whistle.
- Departmental nameplate.

The following items are nonmandatory accessories:

- Alarm holder.
- Flashlight.

Individual garment specifications may be referred to in the CDC Uniform Specification Handbook. Items not specifically addressed within this DOM article are considered unauthorized.

Food service employees shall report to their assignment in clean uniforms that are in good condition.

33020.16 Protective Vests

The protective vest is a departmentally tested and approved item of safety equipment designed and manufactured to resist penetration of knives, ice picks and other sharp objects.

33020.16.1 Mandatory Wear

Protective vests shall be worn by all staff members temporarily or permanently assigned to a Security Housing Unit (SHU), Administrative Segregation Unit (Ad-Seg), or Psychiatric Services Unit (PSU) when the staff members are:

- In the vicinity of inmates within the aforementioned units (unrestrained and/or restrained).
- Escorting inmates housed within the aforementioned units anywhere on institution grounds.
- On the aforementioned unit tiers.

These protective vest mandatory wear provisions shall extend to all official visitors of the aforementioned units.

This notice shall be conveyed by a departmentally approved sign posted conspicuously near the entrance of each noted unit.

At the discretion of the Warden, and upon approval of the respective Regional Administrator, the protective vest mandatory wear provision may extend beyond the scope of SHU, Ad-Seg, and PSU, if deemed necessary for staff/visitor safety.

Exemptions

Staff assigned to the following posts/positions may be exempt from mandatory vest wear:

- Gun posts which preclude any direct contact with inmates.
- Isolated positions which preclude any direct contact with inmates.

Environment

Environmental factors such as heat, cold, humidity, etc., shall not void the requirements to wear protective vests.

Method of Wear

Protective vest shall be worn only in the manner prescribed by the manufacturer and the departmental training guidelines. Protective vests shall not be worn in any manner, which might reduce their designed level of effectiveness.

33020.16.2 Procurement

Each institution shall purchase protective vests from the Department of General Services (DGS) as designated by the CDC. Institutions shall ensure that an appropriate quantity and size selection is available for utilization, inclusive of a standby/replacement pool. Institutions shall adhere to policy and procedure governing the purchase/procurement of equipment.

33020.16.3 Accountability, Issuance, and Replacement

The procedures for accountability, issuance, and replacement of the protective vests are as follows:

Accountability

Each Warden shall appoint an Inventory Control Officer (ICO) who shall accept, inventory, and return (as necessary) the facility's protective vests. The ICO shall provide reports of inventory discrepancies or other requested information relative to protective vests directly to the Chief Deputy Warden, who is responsible for the accountability of the institution's protective vests.

Issuance and Replacement

Replacement of the protective vest inserts and covers shall be accomplished as follows:

- Items determined to be unserviceable due to normal wear shall be documented in the institution's bi-weekly monthly ICO inventory report with the following information:
 - Serial number of vest inserts.
 - Date placed into service.
 - Unit in which used.
 - Type of damage sustained.
- Items determined to be unserviceable due to damage beyond normal wear, but not due to negligence, shall be documented in the institution's monthly ICO inventory report with the following information:
 - Serial number of vest inserts.
 - Date placed into service.
 - Unit in which used.
 - Type of damage sustained.
 - Brief description of circumstance and corrective action, if any.
- Items determined to be unserviceable due to negligence, intentional destruction, or loss will be reported by the next day of business to the Chief Deputy Warden with the information required above, plus a copy of any documentation regarding progressive discipline and/or adverse action.
- Requests for replacement of worn or damaged vest covers shall be submitted to DGS by the 15th of each month utilizing the CDC Form 1404, Action Request/Notification. Any circumstances other than routine wear shall require clarification prior to replacement.

- The DGS shall procure manufacturer replacements through the Business Services Section and coordinate the exchange with the requesting institution.

Additional protective vests may be purchased for institutions, which demonstrate a need based on augmentation of designated staff. Such need shall be addressed in detail to the EOU. CDC Form 1404 shall be submitted with any such request.

33020.16.4 Inventories

Each institution shall establish procedures to provide their respective Chief Deputy Warden a monthly inventory of its protective vests. Institutions shall submit to the EOU a quarterly protective vest inventory by the 15th of the month following each quarter. To accomplish the protective vest inventory, staff shall utilize and complete CDC Form 1405, Protective Vest Quarterly Inventory Summary.

Protective vests which are secured as evidence shall be documented in the institution's Monthly ICO inventory report with the following information:

- Serial number of vest insert.
- Date and time of incident.
- Nature of incident.
- Nature of any injuries to the person wearing the vest.
- Weapons used, if any.
- Damage to vest, if any.
- Location of evidence storage area.

33020.16.5 Training

Standardized training shall be provided to all lockup unit employees, and shall address the following concerns:

- The care and maintenance of the vest.
- The proper manner of wear to ensure maximum protection.
- Wearer demeanor.
- Departmental/institutional expectations relative to prescribed wearing conditions.
- Departmental expectations and supervisory responsibilities relative to mandatory-wear assignments.

In-service training shall be mandatory for all supervisory lockup unit personnel. Line employees may attend In-service training, but will normally receive required On-the-Job Training (OJT) instruction from their supervisors.

Certification

Each employee required to wear a protective vest shall receive the above training. Institutional training officers shall establish appropriate documentation reflecting course certification. Such record of certification shall be retained in the employee's training file.

33020.16.6 Local Operational Procedures

Each institution shall establish and review annually a local operational procedure that shall include, but not be limited to:

- Designating an inventory control officer by position title and number.
- Procedures for conducting weekly, monthly, and quarterly inventories.
- Mandatory wear provisions.
- Identified secured storage areas to which no inmates have access.
- Provisions to ensure inmates shall never be allowed to handle protective inserts.
- Check in/check out procedures.
- Procedures for replacement of and procuring additional vests as required.

Cleaning and Care

The procedure shall include:

- Detailed schedule for cleaning.
- Designation of an employee, by duty assignment, to be responsible for the cleaning and maintenance of protective vest components.
- Provisions to ensure that protective inserts are cleaned:
 - In the designated storage area.
 - Not less frequently than weekly.
 - By wiping with a damp cloth or as directed by vendor maintenance labels.
 - Provisions to ensure a critical visual inspection of each insert cleaned to ascertain continued integrity of the nylon covering, stitching, and wearability.
 - Provisions to ensure repair/replacement procedures are initiated immediately when protective inserts show evidence of damage or excessive wear.
 - The specific methods utilized to ensure that vest covers (outer garment) are regularly dry cleaned to fulfill the personal hygiene needs of all employees.
 - Actions to be taken to ensure timely cleaning in the event of a lock down and/or dry cleaning equipment failure.
 - Adequate security precautions to ensure the continued functional capability of each vest cover to perform as a carrier for protective inserts.

33020.16.7 Refusal to Wear

Any employee whose assignment mandates the wearing of a protective vest and then refuses to wear the vest in the manner prescribed by the manufacturer's specifications and departmental training guidelines, shall be subject to progressive discipline and/or adverse action. The employee shall be reassigned to a nonmandatory wear assignment pending disposition of the progressive discipline and/or adverse action.

33020.17 Revisions

The Deputy Director, Institutions Division, or his/her designee, shall ensure that the content of this DOM article is accurate and current.

33020.18 References

PC 830.10 and 832.

CCR, Title 15, Division 3, Section 3291(b).